



FAIR POLITICAL PRACTICES COMMISSION

JOB OPPORTUNITY BULLETIN

APPOINTMENT IS SUBJECT TO ADMINISTRATIVE APPROVAL

POSITION: STAFF SERVICES ANALYST/POLITICAL REFORM CONSULTANT 1
(325-XXX-1805-XXX)

DIVISION: TECHNICAL ASSISTANCE DIVISION

SALARY: \$2,724 - \$4300/\$4,255 – 5,172

FINAL FILING DATE: Until Filled

Duties and Responsibilities:

This position provides technical assistance to the public as well as to state and local officials regarding the Political Reform Act. The incumbent's responsibilities are as follows:

1. Responds to telephone inquiries regarding application of the Political Reform Act. Consultants are trained to answer questions relating to conflicts of interest, lobbying, campaign and economic interest reporting.
2. Reviews conflict-of-interest codes. Consultants are trained to review conflict-of-interest codes; analyze relevant information; resolve differences and prepare correspondence.
3. Conducts seminars and provides individualized training at other agency offices.
4. Edits and proofreads educational material, fact sheets, manuals, and forms.
5. Develops educational materials including Power Point programs and newsletter articles.
6. Prepares reports summarizing changes to conflict-of-interest codes and training sessions.

Desirable Qualifications:

1. Strong verbal and written communication skills.
2. Ability to work both as a team member and independently.
3. Experience in working with the public and other agencies.
4. Ability to travel (overnight travel occasionally).
5. Ability to research and write reports.
6. Willingness to speak to audiences ranging from 25-75 attendees.
7. Knowledge of Microsoft Word, Power Point helpful.
8. Knowledge of the Political Reform Act helpful but not required.

Who May Apply:

Applications from Associate Governmental Program Analysts and Staff Services Analysts are encouraged. The State application must indicate the basis of eligibility (i.e. re-employment, transfer or list eligibility) and include one writing example (one to two pages). Must have a valid driver's license.

Where to Apply:

Applications will be screened and only the most qualified candidates will be scheduled for an interview. If you wish to be considered for the position please forward a State application (STD. 678) and resume' to:

Fair Political Practices Commission
Political Reform Consultant I
428 J Street, Suite 620
Sacramento, CA 95814

Contact: Lynda Cassady, (916) 327-2019

04/26/07

It is the policy of the Fair Political Practices Commission to prohibit any form of discrimination based on race, sex, religion, age, national origin, sexual orientation or disability in every phase, or personnel policy and practice